

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-12-003

OPEN TO: All interested candidates

POSITION: Project Management Specialist
Water Resources & Environment

OPENING DATE: April 12, 2012

CLOSING DATE: April 25, 2012

WORK HOURS: 40 hours/week

SALARY: JD17,542 – JD28,943
Position Grade Level 11

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Specialist in the Water Resources & Environment Office (WRE). This is a Personal Services Contract (PSC) position, grade FSN-11. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-11 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

The incumbent is responsible for planning, monitoring, and reporting on water and environment programs in USAID/Jordan, a portfolio currently worth approximately \$180 million. The incumbent is responsible for drafting the strategy documents for the Water Resources and Environment (WRE) team and is responsible for the design and development of new infrastructure and technical assistance activities. S/he is responsible of collecting and organizing financial, performance, and technical information, and using it to: develop strategies for the sector, prepare and present reports, develop documents to approve financial and programmatic actions, and make presentations for high-level visitors, such as Government of Jordan (GOJ), and U.S.

Government counterparts. The incumbent is responsible for preparing financial analyses of the water environment program and individual projects; s/he is in charge of setting performance targets; and preparing financial and programmatic plans. The incumbent is responsible for preparing, managing, and conducting project and program evaluations; s/he is responsible for managing grants and contracts for technical assistance and infrastructure development.

Major Responsibilities:

Strategic Planning and Program Development/Management

Participates in the Strategic Planning and drafting of the WRE strategy document, specifically; the incumbent is responsible for the design and development of new infrastructure and technical assistance activities (information technology, institutional capacity building, water and water demand management programs/projects) for the WRE office.

The Project Management Specialist independently assesses the needs, recommends and designs new activities, prepares Concept Papers, Scopes of Work (SOW), Request for Proposals (RFP) and other required documentation. S/he develops needed results oriented frameworks and deliverables required for contracts.

The Project Management Specialist fully participates in the design of new activities in the Water and Environment sectors and assists in preparing needed analysis and other documentation required to demonstrate accomplishments.

The incumbent serves on Technical Evaluation Panels to review proposals and provides recommendations to USAID Senior Management.

The incumbent develops new projects to meet the WRE team's mid-to-long range goals, objectives and vision. S/he acts as the Program Coordination to support these goals, objectives and vision.

The incumbent is responsible for the management of the WRE budget. Such responsibility includes: provide the team with advice and recommendations regarding needed adjustments to properly manage the pipeline, anticipate new funding mechanisms, and obligate old funds appropriately with ongoing projects.

The incumbent develops and maintains the performance management plan and program results framework; manages indicators across the WRE projects including the Data Quality Assessment Program.

The incumbent is responsible for the annual update of the WRE office indicators for performance used in the Mission's Annual Report, the portfolio reviews, and other requirements. S/he serves as the principal liaison with internal and external counterparts for the WRE performance indicators.

The incumbent is responsible for planning and coordinating the preparations required to document and reports the WRE Office end of year progress report, including the annual performance report and the Data Quality Analysis (DQA) portfolio.

Project Management:

The incumbent serves as the Contracting/Agreement Officer Representative (COR/AOR) or the Activity Manager for various projects, activities within the Scope of Work of the Water Resources and Environment Office totaling up to USD 20 million per year. S/he prepares implementation letters, correspondence, and other associated documents to ensure proper implementation of projects.

The Project Management Specialist reviews project proposals, scopes of work, subcontracts, technical and financial reports, and is responsible for all technical, managerial and administrative aspects associated with the proper implementation of these projects and/or activities. S/he provides advice, comments and recommendations on the completeness, accuracy and deficiencies, and provides needed recommendations for improvement. The incumbent provide continuous leadership, direction, and guidance to his/her assigned contractors to assure objectives are accomplished.

The incumbent independently monitors the performance of contractors, grantees and consultants. S/he performs technical inspection and reporting on the progress of USAID funded activities. This includes conducting periodic field inspection to monitor adherence to the rules and regulations, progress, quality of service provided and deliverables.

The incumbent works directly with Middle and Senior Representatives of the Government of Jordan (GOJ), Non-governmental Organizations (NGOs) and the private sector on services provided, progress achieved, challenges encountered and recommendations for solutions proposed. The incumbent clearly communicates and demonstrates the policies, interests, rules and regulations of the USAID/Jordan strategy towards the Water Resources and Environment Sector in Jordan.

The incumbent reviews technical reports submitted by implementing partners, contractors and grantees, while providing feedback and comments on: completeness, accuracy, challenges, issues, and recommended actions. S/he reviews contractors' submitted invoices and bills, checks for reasonableness, accuracy of expenditures and provides recommendations. S/he administratively approves vouchers for payments.

The incumbent communicates and coordinates with a wide range of stakeholders and counterparts within and outside the mission to identify priorities, address constraints and keep activities on track.

Communications, Reporting and Outreach

The incumbent liaises with USAID outreach program and serves as the designated individual for communicating the progress, achievement, success stories of the Water

Resources and Environment Sector in Jordan. S/he coordinates and communicates various documents and events such as: annual reporting, Congressional Notifications, public events, and public outreach. S/he works closely with the program office and public affairs office to coordinate press releases, and documentation on the progress of the Water Resources and Environment Sector in Jordan.

The incumbent works closely with Donors to ensure complementarity and coordination in project development and implementation. S/he develops and maintains a broad range of specialized professional contacts within the middle to senior level of the Government of Jordan (GOJ) counterparts and officials affiliated with: water, wastewater, environment and infrastructure activities, NGO communities, universities, private sector leaders, as well as international donors' community. S/he interprets and communicates strategy and congressional legislation relating to USAID's strategy for the development assistance of the Water Resources and Environment Programs in Jordan

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in a curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. A Master's degree is required in one of the following fields: Business Administration, Management, Water & Environmental studies, Engineering, International development.
Supporting documentation (e.g. a copy of Master's degree certificate) must be included in the application for eligibility purposes.
2. Six years of progressively responsible professional experience in program planning, monitoring and evaluation, communications and reporting, project management, international development, or related areas, preferably related to water, environment, and engineering are required.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96

for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months, else candidate will be tested again.

4. Skills & Abilities:

- a. Must demonstrate strong technical, analytical and conceptual skills to analyze and prioritize strengths, weaknesses, opportunity, risks and threats, for USAID and counterparts, and prepare clear, coherent, and coordinated strategies.
- b. Must demonstrate ability to integrate technical, financial, and political considerations.
- c. Must demonstrate excellent communication and interpersonal skills, and be able to both draw out honest views and persuade others to adopt a chosen course.
- d. Must demonstrate excellent project management skills, budgeting and financial skills, and demonstrate an analytical capacity to work with complex documents and budgets.
- e. Must demonstrate multi-tasking skills and be able to manage a variety of tasks simultaneously, and work collaboratively as part of an active team, with effective interaction with mid- to senior-level officials within and outside the Mission.
- f. Must demonstrate excellent clear and concise writing skills.
- g. Must demonstrate excellent quantitative and qualitative analytical abilities, and must demonstrate the ability to engage and incorporate diverse team members and their critical projects within a formulated strategy and framework consolidating individual projects into a comprehensive program.
- h. Must demonstrate strong computer skills in specialized software, including Windows, Microsoft Office Suite, and web applications.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal Embassy Employees must have completed 52 weeks of employment in their current

position before being eligible to apply. Interested applicants for this position should submit the below-listed forms electronically to:

Email: usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:

http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.